

Town/Village of Harrison

W5298 Hwy 114
Menasha, WI 54952
Phone: 920.989.1062

SOLAR ENERGY PERMIT APPLICATION

Applicant Information					
Applicant Name (Indiv., Org. or Entity)		Authorized Representative		Title	
Mailing Address		City		State	Postal Code
E-mail Address		Telephone (include area code)		Fax (include area code)	
Landowner Information (if different than Applicant)					
Name (Organization or Entity)		Contact Person		Title	
Mailing Address		City		State	Postal Code
E-mail Address		Telephone (include area code)		Fax (include area code)	
Project or Site Location					
Site Address / Location:		Location ID(s):		Plat / CSM / Lot No.:	
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE		Section:		Township: N	Range: E
Legal Description:					
Current Zoning:			Current Use:		
Lot Dimensions: Front:		Side:	Rear:	Side:	Lot Area: <input type="checkbox"/> acres or <input type="checkbox"/> square feet
Project Information					
<input type="checkbox"/> Free-Standing (#: _____)	Dimensions:	Length: _____ Width: _____	Height: _____ (from grade)	Setbacks: Front: _____ Side: _____	Rear: _____ Side: _____
<input type="checkbox"/> Roof/Wall-Mounted (#: _____)	Dimensions:	Length: _____ Width: _____	Height (from grade): _____	Height (above roof): _____	
Project Plans					
<input type="checkbox"/> Site Plan		<input type="checkbox"/> Building Plans		<input type="checkbox"/> Photos of Site and Surrounding Properties	
Notice of Vegetation & Structures					
<input type="checkbox"/> I hereby certify that no adjoining/adjacent property owner is required to remove and/or trim any vegetation planted or remove and/or relocate any existing structure constructed prior to installation of the solar energy system.					
Landowner Signature (required)				Date Signed	
Fees					
<input type="checkbox"/> \$200.00					
Certification & Permission					
Certification: I hereby certify that I am the landowner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.					
Permission: As landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, to determine compliance with the ordinances, and to perform corrective actions after issuing proper notice to the landowner.					
Applicant Signature				Date Signed	
Landowner Signature (required)				Date Signed	

LEAVE BLANK – FOR MUNICIPAL USE ONLY				Inspections:	
Date Complete Application Received:	Fee Received: \$	Date Approved:	Front:		
	Receipt No.:		Rear:		
	Date Certified Letter:		Side:		
	Permit No.:		Height:		

SOLAR ENERGY SYSTEMS

1. Purpose. The purpose of this section is to regulate solar energy systems as allowed by Ch. 66.0401 & Ch. 66.0403 Wis. Stats. in order to preserve and protect the public health, safety, and general welfare of the residents of the Town/Village of Harrison. It is not the intent of this section to significantly increase the cost of a solar energy system or significantly decrease its efficiency.
2. Permit Required. No person, business, corporation, or other entity shall be allowed to construct a solar energy system within the Town/Village of Harrison without first obtaining a permit as required herein.
3. Required Materials. All solar energy permits shall submit to the Zoning Administrator the following information. Omission of one of the following is cause for an incomplete application and such application will not be reviewed.
 - a. A written application shall be submitted on forms and in a manner prescribed by the Town/Village.
 - b. An application fee as set forth in the Zoning Fee Schedule, reference this code section.
 - c. Detailed plans for the installation and location of the solar energy system. Such plans shall include, at a minimum, the following:
 - i. A site plan showing the exact location of the solar energy system.
 - ii. A narrative explanation or description of the size and nature of the solar energy system.
 - iii. Detailed specifications of the solar energy system sufficient to make a determination necessary to meet the requirements under Section 5.3(4), Permit Approval.
 - iv. Color photos of the proposed site and surrounding properties showing locations of existing vegetation.
4. Permit Approval.
 - a. Upon receipt of a completed application for a solar energy system, the Zoning Administrator shall review the detailed plans and specifications for the solar energy system, and may involve other departments of the Town/Village, consultants, and/or experts, as needed.
 - b. Upon review, the Zoning Administrator shall decide to approve, deny, or conditionally approve the application, however, an application may only be denied or conditionally approved in accordance with section 66.0401 & 66.0403 Wis. Stats. No approval for any solar energy system may be granted unless the following design criteria are met:
 - i. A free-standing solar energy system shall be setback from all property lines a distance equal to its total height and shall not exceed an overall height of twenty (20') feet.
 - ii. Roof or wall mounted solar energy systems shall not project more than five (5') feet above the roof peak of the structure it is installed on and shall not exceed the maximum height allowed for structures in the applicable zoning district.
 - iii. A solar energy system shall be located no closer to the front lot line than is the principal structure.
 - iv. By issuance of a solar energy system permit, the applicant understands that no adjoining property owner shall be required to remove structures or vegetation that may block sunlight to the solar energy system.
 - v. Adjacent property owners within three hundred (300') feet of a proposed solar energy system being installed shall be notified by the Town by certified mail.
5. Trimming of Vegetation.
 - a. The applicant understands that no adjoining property owner is required to remove and/or trim any vegetation planted prior to installation of the solar energy system.